CAREER SERVICES

INTERVIEW STORIES WORKSHEET

**Instructions**

## **Step 1: Outline Your Stories**

Every story should have the following key parts to it:

· **Why should I care?**

· What was the problem or challenge?

· Who was involved?

· When did this occur?

· Where were you?

· **Alternatives & Action**

· For every story, what were the different alternatives that you considered?

· What are the pros and cons for each?

· Which one did you choose and why?

· After you made the decision, what action(s) did you take?

· **Result**

· What were the results? Quantify if possible, especially in terms that matter to your employer. Here are some examples:

· 30% reduction in processing time

· 50% reduction in error rate

· **Lessons Learned (Optional)**

· What lessons did you learned? For example:

· Take the time to tend to the details

· Always take time to hear others’ point of view

· A little curiosity goes a long way

## **Step 2: Associate each story to one or more themes**

Each story speaks to one or more different themes. After outlining your story, think about the themes where each story might fit. For example, does a particular story speak to your:

· Leadership ability

· Teamwork ability

· Problem solving ability

· Ability to influence others

· Ability to analyze a problem

Ideally you would classify each story to theme(s) (aka characteristic) that the employer is looking for in an ideal candidate. (This is where it is crucial to READ the job specs).